

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
P.O. Box 269101
Sacramento, California 95826-9101

CA ARNG Regulation 55-4

1 April 1996

Transportation and Travel
CHARTER BUS REGULATION

1. PURPOSE. This regulation announces the specific administrative procedures and policy regarding the utilization of commercial bus transportation to support CA ARNG training, both Inactive Duty Training (IDT) and Annual Training (AT).

2. RESPONSIBILITY. The planning and utilization of commercial bus transportation is the responsibility of the unit commander. The unit commander can either appoint a Unit Movement Officer/NCO or personally assume this responsibility. In either case, the Unit Movement Officer/NCO's name and grade will be designated on CA ARNG Form 55-8, Charter Bus Transportation Request and Authorization (Appendix A).

3. REQUEST PROCEDURES. California Army National Guard units (Company, Battery, Troop, Detachment, and Separate Detachment) requiring commercial transportation will submit through channels, to appropriate senior command and copy furnish the USPFO (request for transportation will not be finalized until authority number is assigned).

a. If the departure point (CA ARNG Form 55-8) does not have a specific address and/or is located on a military facility, unit is required to furnish transportation guide. This coordination is the responsibility of the Unit Movement Officer/NCO.

b. Senior commands, upon receipt and approval, will publish appropriate orders for IDT travel in accordance with AR 55-335 (Sample of Orders - Figure 1) which authorizes Travel and Commitment of Travel Funds. CA ARNG Form 55-8 will be accompanied by the Permanent Orders authorizing that unit's AT. Commercial Travel is not authorized without issuance of these Orders. One copy of the orders must arrive OTAG, ATTN: CAOT-TO, a minimum of 60 days prior to the transportation required date. Initial distribution of the revised CA ARNG Form 55-8 will be made with this regulation. Local reproduction is authorized.

c. OTAG will return an approved/disapproved request within 30 days of submission to the appropriate senior command, as stated in paragraph 3b, and will forward one copy of approved request to USPFO for action within the same 30-day period. If the requesting unit doesn't receive DD Form 1341 (Report of Commercial Carrier Passenger Service) within one week from being notified by CAOT-TO, it should contact the USPFO Transportation Officer.

d. The USPFO Transportation Officer will coordinate detailed administrative instructions regarding each approved request directly with the unit concerned a minimum of five working days prior to the scheduled movement. Requesting units (senior commands) are authorized direct contact with the USPFO Transportation Officer upon receipt of USPFO Form 56-1 (Commercial Charter Bus Move) and DD Form 1341 (Appendix A) (CAUS-TR, DSN 630-6266/96 or Commercial (805) 594-6266/96) until the approval letter, USPFO Form 56-1, is received by the unit.

e. Commercial bus requirements will be forecasted in the Consolidated Two-Year Plan and Annual Training Administrative Plan, due annually on 1 January to this headquarters, ATTN: CAOT-TO. Requirements will be submitted in summary format, listing requesting unit, dates when training will take place, destination, and number of passengers for both Inactive Duty Training and Annual Training.

4. UTILIZATION GUIDELINES. The following guidelines must be followed by requesting units so required bus transportation may be furnished in accordance with current Transportation Policies.

a. Prior to submitting a request for commercial bus transportation, the unit must establish the total number of passengers required for the transportation request. Passenger seats requested, but not used, cost the same as if they were filled. Many factors may influence the unit arriving at this figure, for example:

(1) Number of personnel in advance/rear detachment who will travel by another means of transportation.

(2) Number of personnel required to drive military vehicles.

(3) Number of personnel who will travel POV.

(4) Number of personnel that can be anticipated to be absent from the training assembly, for such reasons as: AWOL, Sick Leave, ET, SUTA, attending service school, etc. (the average attendance at training assemblies should be considered).

b. After determining the number of personnel who will require commercial bus transportation, the following factors must be considered:

(1) Buses are normally furnished in seating capacity of 28, 39, and 47 passengers (normally 47 PAX.)

(2) Bus capacity of at least 95% is required to utilize commercial bus transportation.

(3) Continue to monitor the estimated number of passengers for which commercial bus transportation is required.

(4) The most important factor in bus travel is accurately forecasting the number of individuals to travel.

c. The unit Unit Movement Officer/NCO is responsible for immediately notifying the USPFO Transportation Officer of any seat requirement changes. The unit may cancel bus requirements, without "cancellation charge" up to an expressed time period stated in each written contract prior to the scheduled move by notifying the USPFO Transportation Officer. "On-the-spot" (when unit is in receipt of the DD Form 1341) cancellation of equipment is authorized under only the most extenuating circumstances. Normally, requests for changes (equipment requirements, personnel, and cancellations) will be routed through senior commands to reach the USPFO Transportation Officer not later than 48 hours prior to scheduled move, and a follow-up written notification through command channels to this headquarters, ATTN: CAOT-TO. Failure to notify the USPFO Transportation Officer of changes, or failure to forecast passenger loads with reasonable accuracy, result in the initiation of AR 15-6 investigation, which could assign primary liability to the Unit Commander, Unit Movement Officer/NCO, or higher headquarters staff responsible for mismanagement or misappropriation of Federal funds. In each case, the unit is expected to use only the amount of equipment that will transport personnel in a safe and efficient manner. On-the-spot cancellation by the unit will require full narrative justification in Block 21, DD Form 1341 "Report of Commercial Carrier Passenger Service". Further, a variance in excess of 5%

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in bus seats utilized must also be justified on referenced DD Form 1341. Unless specifically authorized by the USPFO Transportation Officer, unit commanders or their representative, will not contact the charter bus company.

d. The Unit Movement Officer/NCO will inspect each bus for cleanliness and deficiencies or damage, e.g., broken windows, ripped seats, etc. prior to loading of personnel. Discrepancies will be pointed out to the driver and noted on DD Form 1341.

(1) Investigate the circumstance causing the damage.

(2) Report such damages to the bus driver.

(3) Notify the unit commander and the USPFO Transportation Officer (during normal working hours).

(4) Annotate DD Form 1341 with all applicable details.

e. In the event of serious passenger incident or misconduct which affects safe operation of the vehicle or other motorists (as determined by the bus driver), the Unit Movement Officer/NCO will be immediately responsive to directives of the bus driver. When such incident is clearly beyond the control of the Unit Movement Officer/NCO, the bus driver will seek emergency aid through civilian motor traffic enforcement agencies.

f. The Unit Movement Officer/NCO will personally inspect each bus after the off-loading of personnel, and will ensure the buses are released to the carrier in a satisfactory condition. Incidents determined to be of major significance by the bus driver (in particular those which may result in additional charges to the Government) must be definitively reflected on DD Form 1341. It is recommended that exceptional services provided by the charter bus company also be recorded.

g. Troops must be assembled at the designated bus loading point at the time established on the request.

h. The unit Unit Movement Officer/NCO will be responsible for completing DD Form 1341 and forwarding it to USPFO, ATTN: CAUS-TR, to arrive within five working days of completion of the move. Payment to the carrier is contingent upon receipt of

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this form.

1. Request for commercial bus transportation within 50 miles of home station is not considered cost effective and will not, in most cases, be approved. If there is a need for commercial bus transportation, justification will be submitted for consideration with CA ARNG 55-8.

FIGURE 1

PERMANENT ORDER FORMAT FOR
IDT COMMERCIAL CHARTER BUS TRANSPORTATION

SNL: Unit, Street Address, Town, CA ZIP

Following organization/unit action directed.

Action: Temporary change of station to (enter destination)

Effective date:

Period:

Purpose: IDT

Accounting classification: 21*2065 18-1004 P3712.130-2119
SO4376

Authority: Chapter 6 NGB Pam 350-1

Additional instructions: Group travel by Commercial Charter
Bus Transportation authorized. Unit Movement Officer/NCO
will comply with all requirements as stated in CA ARNGR 55-4,
Charter Bus Transportation.

Format: 745

*Enter the appropriate number for the Fiscal Year, such
as "6" for FY 96, "7" for FY 97, etc.

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APPENDIX A

This appendix contains the following forms:

- *(1) CA ARNG Form 55-8, 1 April 1996
- *(2) USPFO Form 56-1, Rev 1 March 1996
- *(3) DD Form 1341, April 1995

* Local reproduction of these forms is authorized.

CHARTER BUS TRANSPORTATION REQUEST AND AUTHORIZATION

DATE: _____

☐ ORIGINAL

☐ CHANGE NUMBER: _____

1. UNIT / ORGANIZATION / UIC:		2. UNIT TELEPHONE NUMBER:	
		3. UNIT STATUS: (Circle one) IDT AT OTHER _____ AMSCO	
4. DEPARTURE POINT (COMPLETE ADDRESS):		5. DESTINATION:	
6. BUS MOVEMENT OFFICER/NCO:		7. ONE-WAY MILEAGE:	
8a. INITIAL MOVE DATE AND TIME:	8b. NUMBER OF PASSENGERS:	9a. RETURN MOVE DATE AND TIME:	9b. NUMBER OF PASSENGERS:
8c. CHANGES TO INITIAL MOVE DATE AND TIME:	8d. CHANGES TO NUMBER OF PASSENGERS:	9c. CHANGES TO RETURN MOVE DATE AND TIME:	9d. CHANGES TO NUMBER OF PASSENGERS:
10. SPECIAL REQUIREMENTS AND REMARKS:			

11a. SIGNATURE OF REQUESTER:	11b. DATE:	11c. TITLE:
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12. In accordance with provisions prescribed in CA ARNGR 55-4, the above request for commercial charter bus transportation has been reviewed and approved by this major command (Division, Nondivisional Brigades, or Group Headquarters).

I certify travel support requirements herein have been determined to be essential for the accomplishment of the Army National Guard programs and missions.

SIGNATURE AND SIGNATURE BLOCK OF MAJOR COMMANDER OR DESIGNEE:

13a. ORGANIZATION TITLE OF MAJOR COMMAND:	13b. TELEPHONE:
13c. STREET ADDRESS:	13d. CITY AND ZIP CODE:

14a. *AUTHORIZATION NUMBER:	14b. DATE:
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* Major command approving request will assign internal transportation control number. CAOT will assign the date upon approval of the request..

15. DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		16. CAOT-TO SIGNATURE:	
17a. **AMENDED BY (Name):		18a. **CANCELLED BY (Name):	
17b. RANK:	17c. DATE:	18b. RANK:	18c. DATE:
17d. REASON:		18d. REASON:	

**Cancellations and Amendments, less than 15 days prior to planned movement, require the G4/S4 to FAX and telephone confirmation with USPFO, ATTN: CAUS-TR, (805) 594-6324 (FAX), and (805) 594-6266/6267 (Voice) and with CAOT-TO at (916) 854-3069 (FAX) or (916) 854-3753 (Voice). A letter of justification for bus cancellation must be forwarded to CAOT within 30 days of the cancellation.

Failure to notify CAOT-TO and USPFO of cancellations and to get confirmation may result in financial liability to the senior command (S4).



DEPARTMENTS OF THE ARMY AND AIR FORCE
NATIONAL GUARD BUREAU
US PROPERTY AND FISCAL OFFICER FOR CALIFORNIA
POST OFFICE BOX 8104
SAN LUIS OBISPO, CALIFORNIA 93403-8104



CAUS-TR (56)

MEMORANDUM FOR

SUBJECT: Commercial Charter Bus Move to _____ and
Return

1. You have been designated as the person in charge for the commercial bus move of personnel between _____ and _____. The following information is furnished.

a. _____ bus(es) has/have been ordered through _____.

b. The following telephone number is provided for use only in case of "no show" by the carrier. Use of this number for other purposes is not authorized. _____

c. Going move _____ Time _____ Passenger count _____

Pick-up point _____

d. Return move _____ Time _____ Passenger count _____

Pick-up point _____

2. As the person in charge, you are responsible for:

a. Ensuring that the number of individuals for which buses have been ordered actually use the buses.

b. Ensuring that individuals are ready to depart at the scheduled time.

c. Immediately notify your major command by telephone if any change in the passenger count would reduce the number of buses or the size of buses requested.

d. Ensuring the passengers on the buses behave in a military manner and reflect a positive example of the California Army National Guard.

CAUS-TR (56)

SUBJECT: Commercial Charter Bus Move to _____ and
Return

3. Enclosed is one partially completed DD Form 1341, Report of Commercial Carrier Passenger Service. This form covers both the going and the returning move. It is also provided to report irregularities, deficiencies, unsatisfactory conditions or exceptionally good service rendered by the commercial carrier. Process this form as follows:

a. Complete Items 9 through 24.

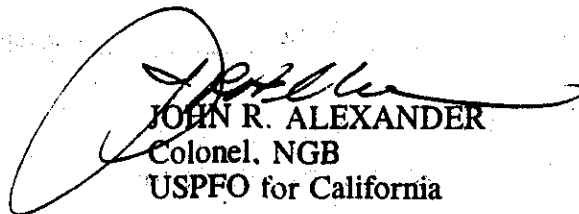
b. Observe condition of the carrier's equipment prior to departure and at destination. All damage should be noted and called to the attention of the carrier representative. If the damage was inflicted by member(s) of the group, the damage or discrepancy will be reported in the "Remarks" portion of the form, (example of completed form in the California Army National Guard Regulation 55-4.

c. Negative reports are required.

d. Upon completion of the move(s), the reports will be signed and returned to the United States Property and Fiscal Office, ATTN: CAUS-TR, in the enclosed envelope. The completed reports are due within five (5) working days after completion of the move.

4. Any changes to this scheduled move must have the authorization/approval of your major command. Failure to do so may result in the extra cost being charged to you.

Encl



JOHN R. ALEXANDER
Colonel, NGB
USPFO for California

REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE														REPORT CONTROL SYMBOL MTMC-5	
For use of this form. See MTMR AR 55-355; NAVSUPINST 4600.70; AFM 75-2; MCOP 4600.14A; DLAR 4500.3															
SECTION I (For MTMC use only (for computer input))															
A MRN	B CARRIER	C MOVE DATE	D CAM/MAIN/MRO	E ITEM NO	ACTIONS/REMARKS										
E DELAY DATA		(1) DELAY (X One)		YES	NO	(2) LENGTH	(3) CAUSE								
F PERFORMANCE		10	11	12	13	14	15	16	17	18	19	20			
G SCHEDULED PAX		H ACTUAL PAX		I PASTRAM CLERK		J DATE (YYMMDD)		K PTS RECEIVER		L DATE (YYMMDD)					
SECTION II (To be completed by origin Transportation Officer or Commander, MEPS)															
1 CAM/MAIN/MRO NUMBER		2 PSRO NUMBER		3 NAME OF ORIGIN ACTIVITY											
4 NAME OF DESTINATION ACTIVITY				5 DESTINATION TRANSPORTATION OFFICER PHONE NUMBER				6 HQ MTMC DUTY OFFICER PHONE NUMBER							
7 GROUP LEADER															
a NAME (Last, First, Middle Initial)				b RANK/GRADE				c. UNIT/COMMAND ADDRESS (include Zip Code)							
d UNIT/COMMAND NAME				e. PHONE NUMBER											
8 SCHEDULED MOVEMENT DATA															
CAM/MAIN/MRO NUMBER a	CARRIER b	FROM c	TO d	DEPTIME e	ARR TIME f	DATE (YYMMDD) g	GTR/TKT NUMBER h	PAX AUTH BY GTR i	9. ACTUAL MOVEMENT DATA						
(1)									a. PAX MOVED	b. DEPTIME	c. ARR TIME	d. DATE (YYMMDD)			
(2)															
(3)															
ANSWER ALL QUESTIONS															
10 DID ALL TRAVELERS COMPLETE THE ENTIRE TRIP?															
11 WAS THE TRIP COMPLETED WITHOUT DELAY(S)?															
12 WAS FOOD SATISFACTORY AND MEALS SERVED DURING NORMAL MEAL TIMES?															
13 WAS DRINKING WATER AVAILABLE? (Not applicable to bus equipment)															
14 WAS PASSENGER AREA OF EQUIPMENT, INCLUDING REST ROOMS, WELL MAINTAINED?															
15 WAS BAGGAGE HANDLING SATISFACTORY?															
16 WERE CARRIER EMPLOYEES COURTEOUS AND HELPFUL? (If not, explain in Item 20)															
17 WERE BLANKETS AND PILLOWS AVAILABLE? (Air Travel Only)															
18 WERE EMERGENCY PROCEDURES EXPLAINED? (Air Travel Only)															
19 HAVE YOU RETURNED ALL UNUSED TICKETS/REFUND APPLICATIONS, ETC., TO THE NEAREST TRANSPORTATION OFFICE?															
20 COMMENTS (Indicate miscellaneous service comments, both good and bad)															

GENERAL INSTRUCTIONS

Information on this form will assure that Department of Defense passengers receive efficient transportation service. It will also be used to verify transportation charges with data appearing on vouchers submitted by commercial carriers.

- SECTION I - For MTMC use only. DO NOT WRITE IN THIS SPACE.
- SECTION II - To be completed by Origin Transportation Officer/Agent.
- SECTION III - To be completed by Group Leader or Individual Traveler.

AT DESTINATION TRAVELER SHOULD

Moisten the gummed edge and seal as you would an envelope.

MAIL AS SOON AS POSSIBLE (No stamp necessary.)

DD Form 1341 Reverse, APR 85

FOLD ALONG THIS LINE

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300



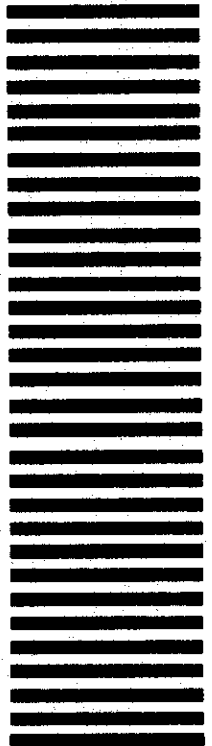
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 12062 WASHINGTON, D.C.

POSTAGE WILL BE PAID BY DEPARTMENT OF ARMY

Commander
Military Traffic Management Command
ATTN: MT-PTSP
5611 Columbia Pike
Falls Church, VA 22041-5050



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(CAOT-TO)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K. BOZEMAN
Major General
The Adjutant General

RI: RICHARD E. BEBULEY
CC: GS, CAARNG
D: Director, Administration
DIS: DISTRIBUTION
A

